



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

REQUEST FOR PROPOSAL

RE: EMMITSBURG TIMBERMILL RUN SIDEWALK EXTENSION

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified companies for the construction of a 55-foot x 4-foot sidewalk on Timbermill Run.

The Town of Emmitsburg must receive sealed proposals by 4:00 pm on Wednesday October 10, 2018. Proposals will not be accepted via email. **Please boldly note on any mailed proposals “Timbermill Sidewalk Bid, Do Not Open.”**

Please direct any questions to Jimmy Click, Director of Public Works, at (301) 447-6495 or at jclick@emmitsburgmd.gov.

I. INTRODUCTION

The Town of Emmitsburg is seeking proposals for the construction of a new 55-foot x 4-foot sidewalk on Timbermill Run in Emmitsburg Maryland. The new sidewalk will fill a small gap in the sidewalk network that already exists on Timbermill Run in the Brookfield development.

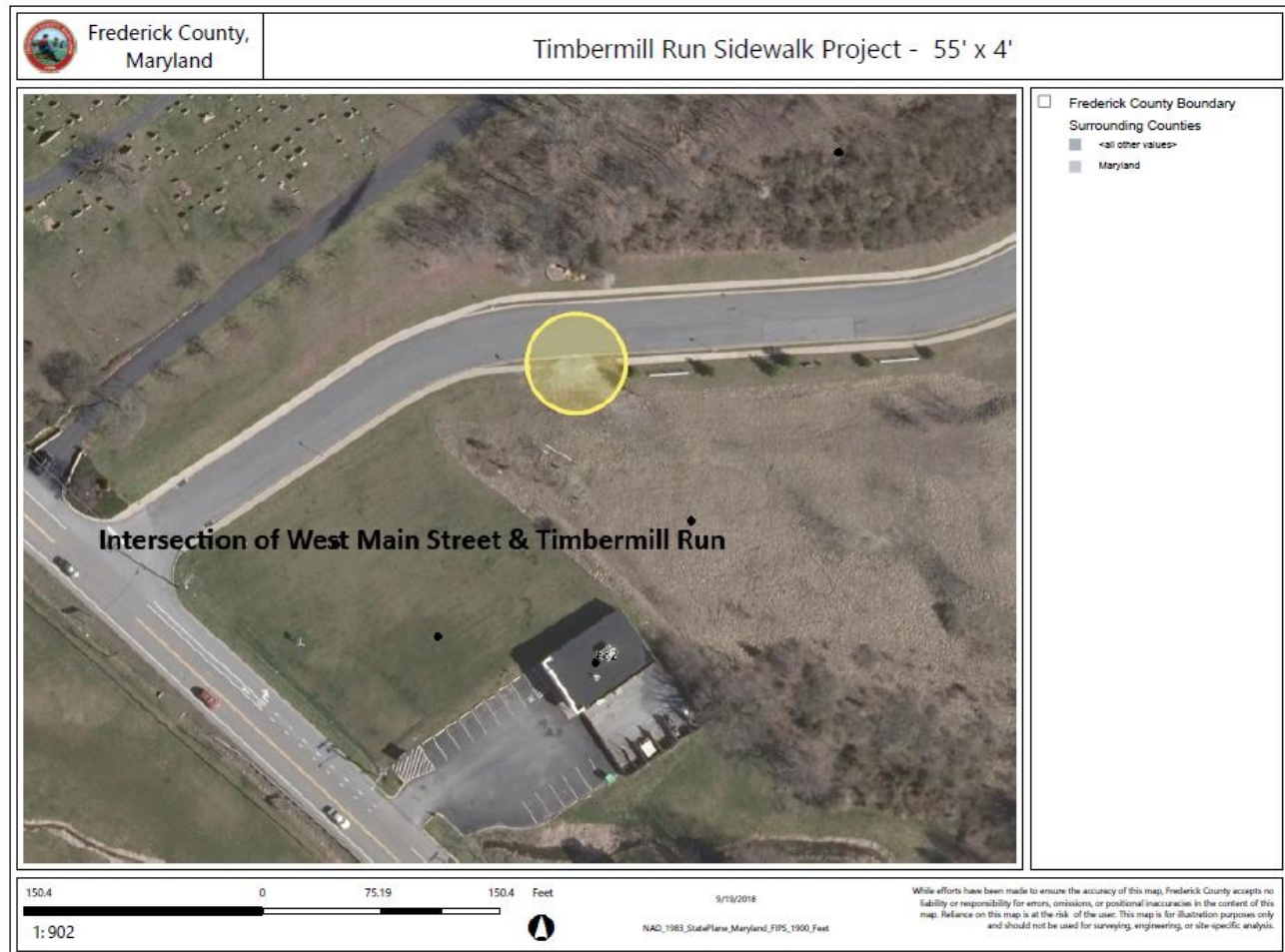
II. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. The proposed bid should include the construction of a new 50-foot x 4-foot curb-less sidewalk on Timbermill Run in Emmitsburg Maryland. The sidewalk will connect the two existing sidewalk sections along the road. Seeding, backfilling and curb work is *not* needed. Please see map and picture of existing area on pages two and three.

Note: The Town will be responsible for getting the correct permitting NOT the contractor.

Sidewalk Dimensions	
Length:	55'
Width:	4'
Curb:	No curb needed.

Map indicating location of proposed sidewalk area:



Photos of existing site:



III. SUBMITTAL REQUIREMENTS

A.) Letter of Transmittal: The letter of transmittal must contain the following information:

1. Company name, address, and telephone number.
2. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed.
3. Federal and state taxpayer identification numbers of your organization.
4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services and materials as specified.
5. Statement which indicates “proposal and cost schedule shall be valid and binding for sixty (60) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

B.) Detailed Cost Statement

The cost statement should include the total project cost, cost of supplies, cost of labor, etc. It should be clear what factors make up the total project cost.

C.) References

Provide client references for similar work completed within the past three (3) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of your organization/staff.

D.) Proof of Insurance

The successful proposer must have and maintain current worker's compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

IV. EVALUATION CRITERIA AND PROCESS

A.) The Town Manager will designate a selection committee composed of town staff to conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

- a. Cost and/or fee Structure
- b. Understanding of services to be provided
- c. Experience and satisfaction of clients/references

V. PROPOSED TIMELINE

Monday September 24, 2018

Wednesday October 10, 2018

Wednesday October 17, 2018

Monday October 22, 2018

RFP available on the Town of Emmitsburg's website

DEADLINE: Bids due by 4:00 p.m.

Announcements of winning bidder made by 4:00 p.m.

Winning bidder can begin work.

VI. MISCELLANEOUS INFORMATION

- A.)** The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.
- B.)** The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
- C.)** The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.
- D.)** Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.
- E.)** The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.

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